

**Arizona Supreme Court (ASC)/Administrative Office of the Courts (AOC) Incident Reporting Chart**

**Effective July 1, 2017**

<b>Reportable Incidents</b> <i>(Incidents occurring while clients are served under the ASC/AOC Contract)</i>		<b>Verbal Notification to ASC/AOC</b>  <i>By 12:00 noon the next business day after occurrence or after becoming aware of the incident</i>	<b>Verbal Notification to Probation</b>  <i>Within three (3) hours of occurrence or of becoming aware of incident</i>	<b>Written Notification</b> <i>Within three (3) business days after occurrence or after becoming aware of the incident</i>	
				<b>ASC/AOC</b>	<b>Probation</b>
<b>Health, Safety &amp; Welfare Incidents</b>	Any incident impacting the health, safety and welfare of clients, whether or not the incident involves clients served under AOC contract <i>(Note: Exclude/redact names and other identifying information of youth not funded by the ASC/AOC from the report prior to faxing to the ASC/AOC)</i>	<i>Verbal notification is based upon type of incident and is to be completed in accordance with reporting requirements stated in the AOC Standards</i>		•	•
<b>Significant Incidents</b>	Death of any client/youth (whether or not funded by the ASC/AOC)	•		•	•
	Riots, fire, and/or natural disasters	•		•	•
<b>General Incidents</b>	Homicidal or suicidal attempt or threat with a plan			•	•
	Physical assault while in contract service (requiring medical treatment beyond first aid)			•	•
	Medical treatment beyond first aid as a result of injury while in a contract service			•	•
	Emergency room or urgent care visits			•	•
	Request for emergency mental health stabilization provided by first responders and/or crisis intervention teams			•	•
	Sexual behavior involving staff and/or clients/youth (consensual or not)			•	•
	Use of seclusion and/or restraint			•	•
	Weapons possession			•	•
	Possession or use by a client of any quantity of illicit drugs or alcohol or medications not prescribed to the client			•	•
	Prescription medication errors			•	•
	Missed medication dosages and/or medication refusals that exceed two (2) consecutive days. <i>Note: Refusals must be discussed with the probation officer and documented</i>			•	•
	Acts by clients or staff where the Contractor involves law enforcement (excluding runaway)			•	•
	Self-harming behavior while in contract service (requiring medical treatment beyond first aid)			•	•
	Acts of inappropriate discipline or inappropriate behavior management involving clients/youth by staff			•	•
	Traffic accidents involving clients transported by the Contractor or its personnel, psychometrists, subcontractors, non-employees, or transport contractor			•	•
<b>Additional Reports/Notification</b>	Runaways <b>(Report to Probation only &amp; maintain documentation of notifications)</b>		<b>Verbal or Written notification is acceptable</b>		
	Department of Child Safety (DCS) Reports <b>(Report to Probation only &amp; maintain documentation of notifications)</b>				